

BOARD OF EDUCATION
(Official)

March 7, 2012
Elizabeth, New Jersey

A special meeting of the Board of Education was called on March 7, 2012 at 6:00 p.m., in the Multi Purpose Room, Donald Stewart Center for Early Childhood Education, 544 Pennsylvania Avenue, Elizabeth, New Jersey.

Board President Marie Munn presented the following statement at 6:35 p.m.

“Ladies and Gentlemen, good evening. This is a special meeting of the Board of Education. Pursuant to New Jersey Statutes and the rules adopted by the Board of Education, notice of this meeting was sent to Worrall Community Newspapers, The Star Ledger and Cablevision of Elizabeth on Friday, March 2, 2012. In addition, this notice is posted on the Bulletin Board in the lobby of 500 North Broad Street, and pursuant to this act, a copy has been filed with the City Clerk of Elizabeth.”

“I wish to extend a warm welcome to everyone present to this March 7, 2012 meeting of the Board of Education. We are here to govern, provide management oversight, and make policy for the district. The Superintendent manages the district. This is a meeting of the Board in public, not a meeting of the public.”

“This meeting is being recorded and will become part of the Elizabeth Board of Education permanent record. In order that the recording will adequately reflect the proceedings, please refrain from talking while others are speaking. I also ask that you silence the sound on your electronic devices. Since it is legally mandated that these proceedings be accurately recorded, I may have to ask for order periodically should noise begin to interfere with our recording capabilities. I am pleased that you have taken time this evening to join us. Thank you for your interest in the Elizabeth Public Schools.”

“There will be a public portion for citizens to address the Board. Participants for the public portion must sign in one hour prior to the advertised start of the meeting so that they may have the opportunity to speak. The sign-in sheet states the name, address, telephone number and reason that the person wants to comment, whether it is an agenda item or a general education comment.”

Present: Pastor Burgos, Mrs. Castillo-Ospina, Messrs. Donoso, González, Nazco (arr. 6:45 p.m.), Perreira, Mrs. Munn – 7

Absent: Messrs. DaSilva, Trujillo – 2

Superintendent of Schools Pablo Muñoz, School Business Administrator/Board Secretary Harold E. Kennedy, Jr., Board Attorney Kirk Nelson, Assistant Superintendent for Schools Jennifer Barrett, Assistant Superintendent for Family and Community Outreach Jerome Dunn, Assistant Superintendent for Teaching and Learning Olga Hugelmeyer, Executive Director for Human Resources/Labor Attorney Karen Murray, and Assistant Board Secretary Donald Gonçalves were in attendance.

Pastor Burgos gave the invocation.
Pledge of Allegiance
Pledge of Ethics

Personnel Report – Retirements, etc.

A motion was made by Mr. González, seconded by Mrs. Castillo-Ospina, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Pastor Burgos, Mrs. Castillo-Ospina, Messrs. Donoso, González, Perreira, Mrs. Munn – 6

Negative: None

Authorizations Report – Authorization to Make Application, etc.

A motion was made by Mrs. Castillo-Ospina, seconded by Mr. Perreira, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Pastor Burgos, Mrs. Castillo-Ospina, Messrs. Donoso, González, Perreira, Mrs. Munn – 6

Negative: None

Award of Contracts Report – Award of Contracts, etc.

A motion was made by Mr. González, seconded by Mrs. Castillo-Ospina, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Pastor Burgos, Mrs. Castillo-Ospina, Messrs. Donoso, González, Perreira, Mrs. Munn – 6

Negative: None

Resolution – Cancellation of Board Meeting April 4, 2012

A motion was made by Mr. Donoso, seconded by Mrs. Castillo-Ospina, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Pastor Burgos, Mrs. Castillo-Ospina, Messrs. Donoso, González, Perreira, Mrs. Munn – 6

Negative: None

Resolution – Schedule of Board Meetings

A motion was made by Mr. Donoso, seconded by Mr. Perreira, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Pastor Burgos, Mrs. Castillo-Ospina, Messrs. Donoso, González, Perreira, Mrs. Munn – 6

Negative: None

Resolution – Initial Submission of School District Budget for 2012-2013 School Year

A motion was made by Mr. González, seconded by Mrs. Castillo-Ospina, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Pastor Burgos, Mrs. Castillo-Ospina, Messrs. Donoso, González, Perreira, Mrs. Munn – 6

Abstain: Mr. Nazco – 1

Negative: None

Mrs. Munn presented the following public participation statement.

“At this time, the microphones are open for public comment to those who have signed in prior to this session. I shall call individuals to the microphones based on the order of the sign-in. Each statement made by a participant shall be limited to three minutes in duration. The total time of public comment shall be limited to sixty minutes. No individual is able to yield their time to another individual. All statements shall be directed to the presiding officer; no participant may address or question Board members individually. The following rules for public participants shall apply: time limits will be strictly enforced, no personal attacks on individuals, no vulgar or indecent language, a person may address the Board no more than once during a single meeting, speakers should refrain from naming individuals, and comments or questions posed during public participation will not be debated. As a reminder, this is a meeting of the Board in public, not a meeting of the public.”

Since there were no citizens signed in to address the Board, Mrs. Munn declared this portion of the public meeting closed.

Mrs. Castillo-Ospina excused herself from the meeting at 6:49 p.m.

Superintendent Pablo Muñoz stated that tonight we are continuing with the management oversight workshops. Mr. Muñoz stated that in 2008 the Elizabeth Board of Education was given a prestigious honor of being one of a few Boards selected for participation in a training program and spent two years working with the Center for Reform of School Systems in the Reform Governance in Action[®] program to lead public school systems through the reform of policies. Mr. Muñoz stated that one of the reform policies passed that accentuates the Board’s role is the management oversight workshop policy. Mr. Muñoz stated that tonight is one of the quarterly scheduled workshops on security and introduced School Business Administrator/Board Secretary Harold E. Kennedy, Jr.

Mr. Kennedy thanked the Board for the opportunity to present a workshop from the operation side and stated that an integral part of the education of children is security. Mr. Kennedy introduced Assistant Board Secretary Donald Goncalves who presented the management oversight meeting on security.

Assistant Board Secretary Donald Gonçaves thanked the Board for the opportunity to present the management oversight workshop on security. Mr. Gonçaves stated that the team members discussed what the primary function is of the security team and everyone agrees that the security guards are the ambassadors and the first face and sometimes the only one that many parents see when they arrive at school. Mr. Goncalves stated that the security guard is a customer service representative to greet and welcome people into the Elizabeth Public Schools facilities. Mr. Goncalves stated that there is an African Proverb, “it takes a village to raise a child” and that we are addressing our community’s needs through cooperation. Mr. Gonçaves stated that the factors for safe and secure schools include a positive climate and atmosphere in the community, clear and high academic and disciplinary expectations of students, strong student attachment to the school, high level of both student participation and parent involvement, values and practice that make everyone feel included, respecting diversity, building and grounds well maintained, students feel safe reporting crime and safety problems to personnel, disciplinary and safety problems are quickly and appropriately addressed, access is controlled and visitors are monitored, all personnel actively supervise students both inside and outside of the classroom, and all areas are safe by design or by personnel supervision. Mr. Gonçaves stated that maintaining safe and secure schools help change the future for our kids and that this is not a challenge for Elizabeth alone, that this is a national challenge. Mr. Gonçaves gave national statistics from the United States Department of Education Indicators of School Crime and Violence that youth across America are the victims of more than 2 million nonfatal crimes, two-thirds of the crimes were theft related and one-third were violent crimes, 7% were bullied, 9% were threatened or injured with a weapon, 13% reported being in a fight on school property, 21% reported gangs in their

schools, 29% were offered or given drugs, 36% saw hate graffiti, and 12% were victims of hate speech. Mr. Gonçalves stated that these are the statistics at the national level and these are types of statistics that all school districts confront. Mr. Gonçalves stated that the presentation will show what our security team is doing to confront the serious issues and how we are able to deliver a safer school district as it is today. Mr. Gonçalves introduced Supervisor of Security Ismael Estrada.

Mr. Estrada stated that the purpose of the workshop is to provide the Board with information about the district's safety and security operations so that the Board has a better understanding for the purpose of exercising effective management oversight and also to provide the Board with critical information about the district's crisis management system and preparation for unforeseen events as they develop. Mr. Estrada stated that the general objective of this workshop is for the Board to leave with a better understanding of the policies, processes, and procedures in an effort to be fully prepared to provide for the safety and security of everyone in the learning community. Mr. Estrada stated that the goals are to provide the Elizabeth Public Schools community with a safe and secure environment in which to think, to learn, to achieve and to care, to ensure that all of our buildings and property are safeguarded against intruders and vandalism and to prevent destabilization or interruption of the operations of our learning community, and to actively interact with law enforcement to effectively reduce and prevent violence and crime in our learning community. Mr. Estrada explained the organizational chart including one supervisor, one secretary, five head security guards, school security guards and building security guards. Mr. Estrada stated that the security department budget for 2011-2012 is \$6,628,161.00 which is separate and apart from police coverage.

Mr. Estrada stated the responsibilities of the security guards include performing assigned duties in accordance with established policies and procedures, assisting in maintaining order by monitoring entrances and exits, corridors, lavatories, cafeterias, grounds and other non-teaching areas, investigating complaints, suspicious behavior, improper conditions or any other occurrence that would endanger school personnel, students and/or school property and equipment, taking appropriate action with regard to unusual occurrences and/or conditions, testifying in court if necessary, reporting significant incidents and unusual conditions immediately to the on-site administrator and Supervisor of Security, submitting a written daily summary report to the Supervisor of Security and on-site administrator, attending safety and security meetings and in-service training sessions as requested by the Supervisor of Security and on-site administrator, directing internal and external pedestrian traffic, directing and/or escorting all visitors to the main office, assisting administrative staff in quieting and controlling disturbing or troublesome conditions, checking building for security purposes before leaving, wearing assigned uniforms at all times, and performing other related duties as may be assigned by the Supervisor of Security and/or on-site administrator. Mr. Estrada stated that the security guards use a visitor sign-in log and a daily-weekly security report. Mr. Estrada presented a short video of security guards facilitating the students entering school in the morning. Mr. Estrada stated that the security department has security at 34 schools, 2 administration buildings, warehouse, storage facility, Dunn Sports Center and Williams Field.

Mr. Estrada stated that there are procedures to follow when entering our schools and facilities including proceeding through the metal detector, presenting bags and personal items to security guards for inspection, providing personal identification, signing the guest register, wearing a visitor pass while in the school, and going directly to the location indicated on the register. Mr. Estrada stated that we have a state of the art visitor pass system in place at two locations allowing the creation of an electronic record of visitor to our facilities with an instantly printed label for the visitor to wear detailing the person's visit. Mr. Estrada stated that this new technology has the ability to cross reference the driver license and other ID's with national databases to determine if anyone entering our buildings is on any national or regional database list. Mr. Estrada stated that it also allows the Elizabeth Public Schools to warehouse data on specific instructions for personnel, visitors, and family members as it relates to our offices and schools.

Mr. Perreira asked what the process is for someone does not have identification.

Mr. Estrada stated that they may not have a driver license but they may have another form of identification and then it is a manual process writing down the information.

Mr. Donoso asked what constitutes identification, can it be state or federal ID, and what provisions have been made district-wide for parents without state identification or a passport.

Mr. Estrada explained that the current system uses the driver license because it has a bar code and stated that we have to have provisions for some kind of identification for visitors coming into our schools.

Mr. Estrada stated that there are improved communications for our team members through a new radio network with the use of a digital text message application system so that any authorized personnel using a desktop computer, laptop, or any mobile computer system can communicate to any digital portable walkie-talkies via text message. Mr. Estrada stated that installing a digital interface to the new security PreK-8 Motorturbo Digital Repeater will provide voice communication from any desktop computer, laptop, or any mobile computer system and Smartphones to any of the PreK-8 digital walkie-talkies used by our security team members. Mr. Estrada stated that the installation of a new Motorola MTR-3000 Digital Repeater system and eight low power repeaters with their own antenna system for eight different locations throughout the district to enhance district-wide communication across all departments will provide 100% coverage area.

Mr. Gonzalez asked if the radio transmission is encrypted.

Mr. Gonçalves responded that it is encrypted with a point to point code and that right now we are using an analog system. Mr. Gonçalves stated that the buses are already using the digital system and we are ready to integrate the digital system throughout the district.

Pastor Burgos excused himself from the meeting at 7:20 p.m.

Mr. Estrada stated that there is a project to equip security guards with hand held computers to improve high school campus safety and class attendance. Mr. Estrada stated that the MC55 Enterprise Digital Assistance is a unit with a built-in barcode scanner and camera and the software is based on Microsoft SQL Server and Visual Basic application on the MC55. Mr. Estrada stated that the Technology and Information Systems team can extract the data from PowerSchool and import it to the SQL Server Database with the student information updated every night and the security guards will synchronize the MC55 with their desktop computers located at every school to maintain the unit with the latest software updates and the security procedures and passwords required.

Mr. Estrada stated that the number of security guards was increased in all high school buildings to 65 for the 2011-2012 school year for a total of 168 security guards. Mr. Estrada explained the four schedules for security guards with one hour of overtime per day offered in order to be on-site for the extended school day. Mr. Estrada stated that an additional shift has been created to cover certain school buildings from early afternoon through evening.

Mr. Donoso commented that there are 168 guards and asked if we needed additional security guards.

Mr. Estrada responded that coverage was adequate but would welcome additional guards.

Mr. Perreira asked how the areas of the building such as stairwells are covered.

Mr. Estrada stated that it is an ongoing project to enhance, improve and add camera surveillance wherever it is needed. Mr. Estrada stated that in the budget there are additional surveillance cameras for the outside of the high schools and the main complex.

Mr. Estrada stated the responsibilities of the head security guard include completing a school security checklist for each guard under his/her charge which is submitted to the Supervisor of Security on a weekly basis, reporting all problems, absences and tardiness to the on-site administrator and Supervisor of Security, completing the regular duties of security guard, wearing assigned uniform at all times, and performing other related duties as may be assigned by the Supervisor of Security and/or the on-site administrator.

Mr. Estrada stated that the Supervisor of Security is responsible for the overall safety and security of students, staff, facilities, and equipment effective with the approved limits and authority and in compliance with all applicable rules, regulations and policies of the Elizabeth Board of Education and the New Jersey Administrative Code. Mr. Estrada stated that the Supervisor of Security trains security personnel to provide effective security coverage, coordinates security personnel and security programs for all daytime and evening programs in all buildings, monitors the district's security programs for effectiveness and efficiency and makes recommendations for any necessary improvements to the Assistant Board Secretary. Mr. Estrada stated that the Supervisor of Security develops and conducts a comprehensive orientation program for new security personnel highlighting the protection and legal limits or individual rights and privileges in a school setting, basic security methods, procedures and practices used to prevent or detect disruptive activities or crisis situations and policies and procedures governing the Elizabeth Board of Education. Mr. Estrada stated that the Supervisor of Security develops and conducts ongoing training programs which include cultural diversity, updating of patrol practices and review of report writing skills for all security personnel, submitting final reports of incidents and unusual conditions including action taken and making recommendations for improvements in areas of concern, preparing statistical data, conducting surveys, preparing budget and seeking possible funding sources for security programs, compiles and submits necessary reports, proposals and funding applications to the Assistant Board Secretary for the Security Department. Mr. Estrada stated that the Supervisor of Security with approval from the Assistant Board Secretary schedules meetings with the principals, administrators, security personnel, teachers and students for views and recommendations regarding the district's security program or specific security issues. Mr. Estrada stated that the Supervisor of Security submits a detailed written report and a weekly written report of any significant incidents and/or unusual conditions to the Assistant Board Secretary. Mr. Estrada stated that the Supervisor of Security conducts investigations regarding security matters, ensures effective and efficient use of the metal detection systems, maintains a thorough filing procedure for all required reports, supervises and evaluates all security personnel, makes staff recommendations to the Assistant Board Secretary including appointments, transfers, discipline and non-renewals, and performs other related duties as assigned by the Assistant Board Secretary.

Mr. Estrada stated that all new security guards attend 60 hours of training in 28 different areas and receive a certificate upon completion. Mr. Estrada stated that there are additional training workshops including CPR and First Aid, Defensive Tactics, School Security and Emergency Planning, Campus Security, Bullying and Harassment, Cyber Bullying, and Megan's Law Information. Mr. Estrada stated that there is additional training for the Supervisor of Security including Mandatory Gang Awareness for Educators, FEMA ECS-100 for Schools, Cyber Bullying and Bias Crimes, and Anti-Bullying Bill of Rights.

Mr. Donoso asked if there was training in narcotics and drugs, do we suspect any incidents of drug dealing inside the buildings and how are we addressing it.

Mr. Estrada explained that there are locker searches if there is a suspicion of drug dealing and random locker sweeps. Mr. Estrada stated that if there is suspicion of under the influence then the student is taken to the office or nurse and sent to Trinitas.

Superintendent Pablo Muñoz stated that with the extra funding we hired substance abuse counselors to interface with the students.

Mr. Perreira asked if the training for security guards is video based or instructor led.

Mr. Estrada explained that the training is done by Joseph Galego, Head Security Guard, who is a Crisis Prevention Institute (CPI) Instructor using best practices and safe behavior management methods that focus on prevention and nonviolent crisis intervention. Mr. Estrada stated that the training is instructor led and uses multiple resources including videos, PowerPoint presentations, handouts and test booklets for security guards.

Mr. Estrada stated that the Elizabeth Board of Education does not expect the police officers assigned to work at our schools to be disciplinarians or security guards, that we expect all officers assigned to work this paid detail to perform law enforcement duties consistent with the Elizabeth Police Department protocol. Mr. Estrada stated that some common roles of the police officers include reporting to the principal or school administrators at the beginning of their tour, remaining inside the school building, routinely patrolling the school building in the company of an assigned security guard in order to maintain a visible presence in and around the school, working closely with the school administrator and the Supervisor of Security, and gathering information regarding potential problems including criminal activity, gang activity, student unrest, and drug and alcohol use in school.

Mr. Donoso asked if the police officers rotate.

Mr. Estrada responded that there are between ten and fifteen officers who rotate and it is the same crews who know the procedures and the security guards.

Mrs. Munn asked how it works.

Mr. Estrada explained the procedure and stated that the Elizabeth Police Department posts the jobs at Police Headquarters and the police officers sign up for the shifts.

Mr. Perreira asked for an explanation of the police officers assisting administrators in gathering information regarding potential problems.

Mr. Estrada explained that verbal reports are given to the administrators and police reports are written when necessary.

Mr. Estrada stated that the police officers act as communication liaisons with local, county and state agencies as it pertains to law enforcement and crime prevention, assist with problems related to law enforcement or crime prevention, confer with the school administration to develop strategies to minimize dangerous situations around the school, and identify individuals who may be a disruptive or threatening influence on the student population. Mr. Estrada stated that police officers will not be assigned duties regularly assigned to school personnel such as cafeteria or hall duty and will not conduct locker or personal searches unless called upon by an administrator or Supervisor of Security to enforce the law or prevent a crime. Mr. Estrada stated that police officers conducting formal police interviews on a school campus with a student will abide by school board policy regarding such interviews. Mr. Estrada explained two charts showing the schedule and the cost of the Elizabeth Public School Police Security and stated that over \$2.5 million has been spent for additional police coverage since 2005.

Mr. Estrada stated that safety in our schools means coordination with the Elizabeth Police Department, Juvenile Division Commander, On-Site Police Lieutenant, Union County Sheriff's Office, and Union County Emergency Management. Mr. Estrada stated that the Elizabeth Police Department assigns officers to specific areas at dismissal including juvenile detectives, D.A.R.E. officers, motorcycle officers and officers on foot patrol.

Mrs. Munn commented that the D.A.R.E. program is in the elementary schools and asked if it is also at the high school.

Assistant Superintendent for Schools Jennifer Barrett explained that the D.A.R.E. program is through the fifth grade.

Mr. Estrada stated that the security initiatives that help to create safe and secure schools include communicating with our citizens, establishing the Tip Line, and conducting team member training in how to address gang violence and bullying. Mr. Estrada explained the Elizabeth Public Safe Schools Tip Line which is set up to report important information on any present or future condition which can impact the safety and security of our students and team members and that all are urged to safely and anonymously telephone, email, or fill out a form reporting any unusual activities, concerns or tips to the district and that district personnel review the information and take appropriate action.

Mr. Estrada stated that the security initiatives include utilizing alternative schools such as Hillcrest and Somerset in an effort to reduce violence in our schools and at the same time address the educational needs of our students. Mr. Estrada stated that 22,000 students presently have uniforms and Jefferson is the only high school that currently does not have uniforms. Mr. Estrada stated that we are continuing our partnerships with the Elizabeth Police Department and the Union County Prosecutor's Office.

Mr. Donoso asked why Jefferson does not have uniforms.

Superintendent Pablo Muñoz explained that uniforms were phased in over a few years because of the process of the schools identifying themselves as uniform schools and being conscious of expenditures since the Board was buying the first set of uniforms. Mr. Muñoz stated that according to Board policy one of the high schools is the opt-out school if a student chooses not to wear a uniform. Mr. Muñoz stated that going forward the policy would need to be revised to not have the opt-out choice and be consistent with law. Discussion ensued.

Mr. Estrada stated that the Security Department is in the process of upgrading our security vehicles with 3 new GEM electric four-wheel vehicles, that two are two-seat vehicles and one is a four-seat vehicle and presented a video showing the vehicles.

Mr. Perreira asked if the new vehicles will be for use inside the grounds or outside.

Mr. Estrada explained that the vehicles will be used outside and the four-seat vehicle will be used at the main complex. Discussion ensued.

Mr. Estrada stated the accomplishments from January 2011 through present include putting security guards where they are needed the most with a review of the high school security assignments, staffing and head guard structure and additional guards to the main complex (Halsey, Dwyer, and Dunn Sports Center), continuing coordination with the Technology and Information Systems Department to enhance communication by migrating to a digital radio system, enhancing student surveillance with the use of iPods interfaced with PowerSchool to determine student schedules and other information, upgrading security vehicles with electric cars, revising and updating Emergency Management Guide, continuing coordination with the Division of Plant and Property on the use and upgrade of camera (CCTV) systems and card access, improving the visitor pass system, coordinating and cooperating with the Elizabeth Police Juvenile Division and School Liaison Officer and reinstating the police detail and truancy patrols.

Mr. Goncalves thanked Mr. Estrada for the presentation and introduced Kristen Kulick, Director of Special Projects, to present the Crisis Planning and Management.

Mrs. Kulick presented the Crisis Planning and Management and stated the first goal is to effectively mitigate possible hazards while preparing for a wide array of potential adverse events. Mrs. Kulick stated that the second goal is to respond quickly and effectively to all crisis events to lessen the impact on students and team members and restore the normal education process as soon as possible. Mrs. Kulick stated that the third goal is to clearly and effectively communicate with students, team members, parents, first responders, and the community during and immediately following a crisis event. Mrs. Kulick stated that the district annually reviews, revises, and implements safety and security plans and procedures and that the district Crisis Management Guide was reviewed in August 2009 and June 2010 and that there was a

reorganization of the Security Department in July 2010. Mrs. Kulick stated that currently they are updating the District Crisis Response Plan to meet the new 2011 minimum requirements and the Safety and Security Plan is required to be updated by September 2012. Mrs. Kulick stated that the NJDOE new minimum requirements for school safety and security plans include mental health protocols, student or staff member suicide or death protocol, all hazards analysis, and review of safety and security plan completed annually by the third week in October.

Mrs. Kulick stated that the National Incident Management System (NIMS) Incident Commander is Superintendent Pablo Muñoz and explained the incident command chart. Mrs. Kulick stated that fire drills were completed monthly in every school building and all schools were conducting crisis drills since 2004. Mrs. Kulick stated that the State of New Jersey issued new legislation effective November 2010 requiring every school to perform one specific mandatory school security drill monthly in addition to one fire drill. Mrs. Kulick stated that the schools submit their drills online to the Office of the Assistant Board Secretary, that once a month a tentative schedule of drills is submitted to the Department of Education and in June all security drills are sent to the Department of Education. Mrs. Kulick stated that the required drills include one monthly fire drill and one school security drill which includes lockdown, bomb threat, active shooter, and evacuation and must be completed on a monthly basis a minimum of two times per year each. Mrs. Kulick stated that additional drills that may be completed when requirements are met include shelter-in-place, reverse evacuation, evacuation to relocation site, tabletop activity, and a full scale exercise. Mrs. Kulick stated that the specific procedures for each drill are detailed in the Crisis Response Quick Reference Guide. Mrs. Kulick explained the school security drill form and stated that the school security wall chart and crisis response quick reference guide were distributed to all schools and every classroom at the beginning of the 2011 school year and a CD-Rom training module with accompanying materials was distributed to all schools for training employees in September. Mrs. Kulick stated that the crisis response guide postings, district emergency management guide and the security drill form are available online. Mrs. Kulick stated that Elizabeth Public Schools achieved 100% compliance with all schools completing all necessary drills in 2010-2011. Mrs. Kulick stated that the training requirements under N.J.S.A. 18A and N.J.A.C. 6A include conducting annual training in emergency response procedures for all employees and training for new hires completed within 60 days of their start date. Mrs. Kulick stated that the administrator training includes a presentation on School Security and Emergency Preparedness Focusing on Fundamentals by Kenneth Trump, President of the National School Safety and Security Services and the Union County Prosecutor's Office and local emergency responders conducted a tabletop scenario and crisis training. Mrs. Kulick stated that all school and administrative buildings must have an Emergency Go Kit including a first aid kit, crisis response guide and individual school crisis plan, portable radio, flashlight and batteries, local emergency responders contact information, parent emergency contact list, student information and emergency contact list, facility floor plans, information on utility shut-off, and basic office supplies. Mrs. Kulick stated that water bottles and pop tarts for every student and team member are kept in every school building for emergency use in the event of an extended lockdown and that Food and Nutrition Services monitors the food and water supplies.

Mrs. Kulick stated that the Safe Schools Initiative includes a partnership with the Union County Prosecutors Office and the Union County Crime Stoppers to launch a pilot program in 2011 for the Campus Crime Stoppers in Elizabeth Public Schools. Mrs. Kulick stated that the Elizabeth Public Schools contributed the graphic design, video editing, video production and coordination to develop the Campus Crime Stoppers video and accompanying educational materials including posters and bookmarks in two languages which was subsequently extended to all Union County schools. Mrs. Kulick stated that the Campus Crime Stoppers program provides students a positive opportunity to work with law enforcement, promotes good citizenship, and students are now able to communicate any knowledge of a crime anonymously to the proper authorities. Mrs. Kulick stated that there are three ways to submit a tip including a phone call to the TIPS hotline at (908) 654-TIPS, texting UCTIP plus the message to 274637, and emailing the tip online to www.uctip.org.

Mr. Perreira asked if the number for the text-based message is specifically for Union County.

Mrs. Kulick stated the number is just for Union County and all calls are anonymous.

Mrs. Kulick stated that N.J.A.C. 18A:37-15 requires the adoption of a policy concerning harassment, intimidation, and bullying and that the new anti-bullying policy was implemented in the district in September 2011. Mrs. Kulick stated that the anti-bullying policy, information, and district coordinator contact information is posted on the Elizabeth Public Schools website.

Mrs. Kulick stated the Crisis Management and Response key accomplishments include NIMS Incident Command Training for the district crisis response team, training of administrators in crisis response, coordinated and managed new state mandates for school security drills and training, implemented online school security drill form and data collection, accomplished 100% on school security drills district wide, over one million AlertNow communications to parents, team members and the community, annually updated AlertNow contact information for students, partnered with Union County Prosecutor and Union County Crime Stoppers to design and produce video, poster, and educational materials for Campus Crime Stoppers, piloted Campus Crime Stoppers in Elizabeth Public Schools, partnered with Union County Prosecutor and local responders to conduct crisis response training and tabletop drills, created, produced and distributed to all schools Crisis Response Quick Reference Guide and Schools Security Drills wall chart, and communication of new anti-bullying initiative through the No Bully Zone web pages. Mrs. Kulick thanked the Board of Education for their support in helping to create safe and secure schools.

Mrs. Munn thanked them for the presentation and asked if there were any questions from Board members.

Mr. González thanked Mr. Gonçalves, Mr. Estrada and Mrs. Kulick for the informative presentation and stated the number one concern for our parents is the safety of the children. Mr. González stated that customer relations is very important since the first person that the parent sees is the security guard when they come to a school.

Mrs. Munn stated that a video was shown with students coming in to the building and asked how students and visitors are checked entering Williams Field.

Mr. Estrada explained that this year two metal detectors were moved to the entrance gates at Williams Field and there are security guards assigned to the location along with a hand held metal detector and in most cases there is also a police officer. Discussion ensued.

Mrs. Munn stated that visitors are required to sign in and asked if they are required to sign out.

Mr. Estrada explained the procedure of visitors entering and exiting the building. Discussion ensued.

Mrs. Munn stated that with Megan's Law the community is informed of any person who has moved into the area.

Mr. Estrada stated that the person is required to register.

Mr. Munoz stated that he gets notification and there are tiers and levels of requirements on who gets informed and that the Prosecutor's Office handles it.

Mrs. Munn stated that there are specific needs at schools and asked how the overtime for security guards is determined.

Mr. Estrada explained that overtime is rotated based on seniority and based on the school.

Mrs. Munn stated that currently we have 168 security guards and asked what is the percentage of increase.

Mr. Estrada stated that last year we had 141 security guards and we hired 27 additional security guards throughout the district with the majority going to the main complex. Discussion ensued.

On a motion by Mr. Donoso, seconded by Mr. Perreira, the meeting was adjourned at 8:55 p.m.

The motion was carried by the following vote:

Affirmative: Messrs. Donoso, González, Nazco, Perreira, Mrs. Munn – 5

Negative: None

Harold E. Kennedy, Jr.
School Business Administrator/Board Secretary